

Self Service “My Biz (LN)”

Module III, Chapter 2

Accessing My Information

Introduction

The Self Service Employee “My Biz (LN)” provides Local National (LN) employees the ability to log into DCPDS and view their employment-related information. The following pages provide a brief overview of this new functionality.

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Viewing My Information

From My Biz (LN), select the My Information link. This allows the employee to view their information.

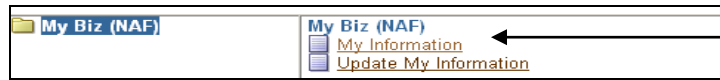


Figure 1

Department of Defense

Home Logout Preferences

Employee Last Name, First Name

The following section displays the summary as of today's date.

General Information

Organization	U S ARMY GARRISON FORT RILEY HQ ARBAW0VMAA 01	Job Title	Custodial Working (3566)
Position	AL994.CUSTODIAL WORKER LEADER.337362.ARBA.NAF	Grade/Pay Band	NL-02
Basic Salary	8.41	Step Or Rate	01
Office Symbol	CAM		

Appointment Position Personal Salary Benefits Awards and Bonuses Performance

Figure 2

Show/Hide Information

Show

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Show	10-Jan-2005			

Figure 3

A “Show” folder will be displayed when there is additional information available for display. Click the “+” sign within the blue arrow to open the folder and view the additional data elements.

Hide

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Hide	10-Jan-2005			
Date Due	10-Jan-2006		Date Initial Appraisal Due	
Performance Rating Points			Date Appraisal Period Ends	
Unit			Organization Structure ID	
Office Symbol			Pay Plan	
Grade			Appraisal System Identifier	
Optional Information				

Figure 4

Once you finish viewing the information, click the “-” sign to close the folder.

Information Tabs - The following is a list of Tabs and their associated information. The information displayed for specific employees may differ depending on the branch of service (Army, Air Force, etc).

Appointment Tab contains current appointment information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.						
Details	Effective Date	Grade/Pay Band	Job	Step Or Rate		
▼ Hide	27-Sep-2006	NL-02	Custodial Working (3566)	01		
Pay Rate Determinant	0 - Regular Rate		WGI Due Date	28-Mar-2007		
WGI Pay Date	05-Apr-2007		Last Equivalent Increase	27-Sep-2006		
Key Emergency Essential Empl			Annuitant Indicator	Not Applicable		
Date Arrived Personnel Office	27-Sep-2006		Assignment NTE Start Date			
Assignment NTE Date			Leave Without Pay NTE Start Date			
Leave Without Pay NTE Date			Furlough NTE Start Date			
Furlough NTE Date			Email Address			
Employment Category	RFT		Guaranteed Weekly Hours	40		
Retained Grade Details						
Date From	Date To Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	
No data exists.						

Figure 5

Position Tab contains the employee's position information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade/Pay Band	Job Title	Target Grade	Office Symbol
▼ Hide	27-Sep-2006	AL994. CUSTODIAL WORKER LEADER.337362.ARBA.NAF	U S ARMY GARRISON FORT RILEY HQ ARBAWQVMAA 01	NL-02	Custodial Working (3566)	NL-02	CAM
Supervisory Status	Leader		Personnel Office ID	US Army, Fort Riley, KS			
Target Grade	NL-02		Pay Basis	PH - Per Hour			
FLSA Category	N - Nonexempt		Bargaining Unit Status	AR0120 - Ft. Riley, KS AFGE 2324			
Pay Table ID	N078 Oracle Federal NAF Pay Table (NAF) No. N078		Position Sensitivity	Nonsensitive (NS) National Security Risk			
Position Occupied	Not Applicable		Language Required				
Drug Test	Posn Not Req Drug Test		Key Emergency Essential	Position Not Designated Emergency-Essential Or Key			
Language Details							
Language Identifier	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency		
No data exists.							

Figure 6

Personal Tab contains employee specific information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance		
The following section displays detailed historical information through today's date.								
Details As Of Effective Date								
▼ Hide 27-Sep-2006								
SCD Leave	27-Sep-2006	Social Security Number	012-12-0717					
Date Of Birth	15-Jul-1963	Gender	F					
Race or National Origin		Handicap Code	15 - Hard of Hearing					
Citizenship	8 - Other, non-U.S. employed in U.S. or territory	Veterans Preference	None					
Email Address		SCD Retirement	27-Sep-2006					
Reserve Category	Not Applicable	Military Recall Status	Y - Not Applicable					
Date Retired Uniform Service		Uniform Service Component						
Uniform Service Designation		Retirement Grade						
Military Retirement Waiver Ind		Creditable Military Service						
Date Prob/Trial Period Begins		Date Prob/Trial Period Ends						
Ethnicity and Race	Black or African American-White	SCD Length of Service						
SCD Civ Severance	27-Sep-2006							
Education Information								
Education Level								
Two years college								
Language Information								
Details	Language Identifier	Start Date	End Date	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency
► Show	Albanian-Tosk - ALN	27-Sep-2006		Extremely Proficient	General Professional Proficiency	General Professional Proficiency	General Professional Proficiency	General Professional Proficiency

Figure 7

Salary Tab contains the employee's pay related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
Details Effective Date						
► Show 27-Sep-2006						
				Basic Pay	Currency	
				8.41	USD	

Figure 8

Benefits Tab contains the employee's benefits related information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
NAF Life Insurance						
Life Insurance Plan Code				Optional Life Insurance	Effective Date	
1 x Basic + \$5k Spouse and \$2.5k Dependent Child					27-Sep-2006	
Health Benefits						
Health Insurance Plan			Health Insurance Plan Option		Effective Date	
(PP) - DOD NAF Health Benefits Plan			Single Medical, With Dental		27-Sep-2006	
NAF TSP/401(k)						
Details TSP Whole Dollar Amount			401(k) Total Deferral Percent		Effective Date	
► Show			10		27-Sep-2006	
TSP Catch Up Contribution						
Effective Date			Catch Up Amount			
No data exists.						
Retirement Plan						
Retirement Plan Code				Effective Date		
Army NAF				27-Sep-2006		

Figure 9

Awards and Bonuses Tab displays the employee's award or bonus information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
Award Details						
Effective Date	Award Type	One Time Earnings Amount	Number Of Time Off Hours	Date Of Award	One Time Earnings Code	
19-Oct-2006	Performance Award	250		22-Oct-2006	(4) Performance Based Cash Award	

Figure 10

Performance Tab displays the employee's performance appraisal information.

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
The following section displays detailed historical information through today's date.						
Performance Appraisal Due Date	Date Probationary Appraisal Due	Performance Evaluation		Date Of Evaluation		
01-Oct-2006		Excellent		01-Oct-2006		

Figure 11